

95799580 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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01/10/07

Created

**TITLE:                               DEVELOPMENT FISCAL MANAGER**  
**DEVELOPMENT FISCAL MANAGER (NON-CLASSIFIED)\***

**DEFINITION**

Under management direction, to manage and coordinate diverse and complex administrative services for the Development department; to plan, organize, and direct budgetary, fiscal, personnel/payroll, and departmental computer operations; to coordinate and conduct various analytical studies; to develop, establish and implement policies and procedures; to formulate programs and projects; and to perform other related duties as required. \*Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**DISTINGUISHING CHARACTERISTICS**

This management classification works under the direction of the Development Director. This class is characterized by the responsibility to develop, manage, and coordinate the policies, programs, and financial operations of a complex organization. Incumbents exercise decision making authority. Direct supervision is exercised over professional, technical, and/or administrative support staff. Incumbents may represent the Development Director before the City Council, City Manager, community groups, other City staff, and the public.

**REPORTS TO:** Development Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives management direction from Development Director. Exercises supervision over professional, para-professional, technical, and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of Development departmental goals, objectives, policies, and procedures particularly as these relate to finance, personnel administration, and public information programs.
- Direct and participate in the financial planning of the department, including redevelopment tax allocation bond financing, mortgage revenue bond financing, other debt financing, grant solicitations, and specific redevelopment project cash flow analysis.
- Advise Development Director of financial implications of undertaking projects and activities including the acquisition and disposition of land for public or private development.
- Maintain listing of Agency assets and comply with California Redevelopment Law pertaining to land held for resale.
- Monitor all phases of Agency financing; assist the Development Director in determining appropriate methods and timing for issuing bonds or other debt and/or borrowings from the City; advise the Development Director regarding the timing of repayment of City borrowings.
- Estimate and analyze tax increment revenues by each of the seven redevelopment project areas; review taxable value and tax increment revenue by growth by Project Area for consistency with prior years and development activity; supervise the investigation of any aberrations.

- Review legislation affecting redevelopment agencies and coordinate the determination of impact on the Agency and/or supervise procedural changes to meet new requirements.
- Direct the preparation of technical and administrative reports; present reports and recommendations to the Redevelopment Agency, City Council, etc.
- Coordinate activities with other City departments and outside agencies.
- Supervise the Development Department's accounting system in compliance with City standards and systems as well as State Controller's guidelines; track all costs per activity and provide a basis for management information systems.
- Supervise servicing of CDBG and Agency loan portfolio.
- Monitor financial reporting systems including monthly financial statements, comparison of actual revenues and expenditures to budget categories, monthly management reports on current financial status, and project activity status.
- Design and supervise the implementation of a comprehensive management information system including the preparation of management reports on financial and other administrative matters.
- Maintain and supervise a system of internal accounting control and segregation of duties.
- Coordinate and supervise year-end closing and annual independent financial audit.
- Prepare annual General Purpose Financial statements and all reports required by California Redevelopment Law.
- Supervise financial staff in performing all book-keeping, accounting, and finance functions.
- Prepare or supervise the preparation of the departmental budget; review, analyze, and compile budgets of various programs or divisions; explain needs and provide justifications for items; review and decide on expenditure requests and budget variances.
- Prepare and supervise the preparation of grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.
- Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives for the Department.
- Provide technical administrative support to the Development Director, committees, or other personnel as assigned.
- May represent the Development Director in administrative services matters in the absence of the Development Director.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state, and local government organization.
- Applicable federal, state, and local laws, rules, and policies regarding local government operations.
- Principles of management, administration, budgetary systems, and procedures.
- Principles of supervision.
- Research methods and techniques, statistical and work measurements, standards development and implementation, and report presentation.
- Personal computer operation and applications including word processing, data-base, and spread sheet.

**Ability to:**

- Analyze and supervise the systematic compilation of technical and statistical data and preparation of complex reports.
- Plan, organize, supervise, and evaluate the work of professional, technical, and administrative support staff.
- Properly interpret and make decisions in accordance with laws, rules, and policies.
- Supervise and conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Analyze organizational and administrative problems; recommend and adopt an effective course of action.
- Present ideas, concepts, and recommendations clearly and concisely in oral, written, and chart form.
- Establish and maintain effective and cooperative working relationships with staff, City officials, representatives of other governmental agencies, community leaders, and the general public.
- Coordinate activities with other divisions and City departments.
- Operate a personal computer and applicable software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. A Master's Degree in a related field is highly desirable.

Experience: At least five years of professional administrative experience, including direct budgetary and supervisory experience; Public finance experience for a Development Department is preferred. A Master's Degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Development Administrative Services Manager

**TO:** Development Director